



**Enterprise Edge  
M7208N  
User Card**



# Your Enterprise Edge M7208N telephone

## Display

shows the time, date, call information, and guides you.

## Indicators

appear beside lines and features.

## Hold button

starts or ends a feature.

## Release button

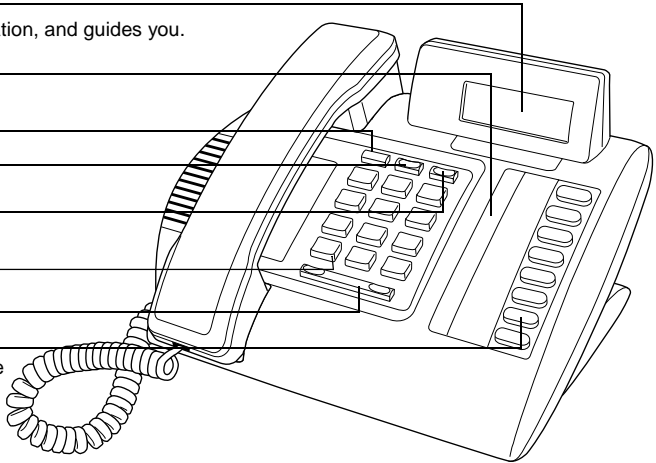
cancels active calls.

## Dial pad

## Volume control

## Memory and line buttons

are buttons with indicators for one touch dialing, feature operation or line access.



## Using Button Inquiry

Check what is programmed on your memory buttons.

1. Release all calls or lines with dial tone.
2. Press **[F<sub>x</sub>] \* 0**.
3. Press the button(s) that you want to check.
4. Read the display.
5. Press **[F<sub>x</sub>]** when finished.

## Adjusting display contrast

1. Press **[F<sub>x</sub>] \* 7**.
2. Press **[1]** to **[9]** on the dial pad for the contrast level you want; the higher the number the higher the contrast level.

## Selecting a ring type and volume level

1. Press **[F<sub>x</sub>] \* 6**.
2. Press **[1]**, **[2]**, **[3]** or **[4]** to hear the different ring types.
3. While the telephone is ringing, press **[<< >> +]** to adjust the volume level.
4. Press **[F<sub>x</sub>]** to store the ring.

## Adjusting the handset or telephone speaker volume

1. Press **[<< >> +]** when using the handset or the speaker.

# Making and answering calls

## Answering calls

### Answering calls using the handset

When your telephone rings, or ► flashes beside an Intercom or line button:

1. Lift the handset.  
OR  
Press the button beside the flashing ► before lifting the handset.

### Answering calls using Handsfree

When your telephone rings, or ► flashes beside an Intercom or line button:

1. Press .

## Making calls

Depending upon the dialling mode programmed on your telephone, you may have to lift the handset before making a call.

Line

### External calls using numbered line buttons

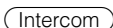
1. If you do not have an external Prime line, press a line button.
2. Dial your call.

Intercom

### External calls using Intercom buttons

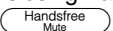
1. Lift the handset.
2. If ► appears beside an Intercom button, enter a line pool access code.  
OR  
Press an Intercom button without ►, then enter a line pool access code.
3. When you hear external dial tone, dial your call.

### Internal calls using Intercom buttons

1. If you do not have an internal Prime line, press .
2. Dial your call.


Note: Line pool access codes and extension numbers are supplied by your System Administrator.

### Making calls using Handsfree

1. Press  instead of lifting the handset.





### Holding Calls

1. Press . The ► flashes beside the line on hold.
2. Press the line button with the flashing ► to return to the call.

### Automatic hold

Calls are put on hold automatically when you switch from one line to another.

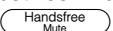
### Exclusive hold

Use Exclusive Hold ( ) to keep a call on hold so that it can be retrieved only at your telephone.

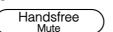
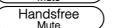
Handsfree  
Mute

System Administrator can program Handsfree for your telephone.

### Switching between Handsfree and handset

1. Press  and replace the handset to switch to Handsfree.
2. Pick up the handset to switch back.

### Using Mute

1. Press  to turn the microphone OFF.
2. Press  again to turn the microphone ON.

# Programming memory buttons

## About memory buttons



Memory buttons are the buttons with indicators other than line or Handsfree buttons. Memory buttons store telephone numbers or feature codes to give you one-touch dialling or feature activation. You can change what a memory button does by just programming it with a new number or feature. You cannot program a line or Handsfree button.

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Remember: Press **F<sub>x</sub>** \* 0 to check a memory or line button.

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### Programming memory buttons

#### External Autodial

1. If you are on a call or a line with dial tone, press or .
  2. Press **F<sub>x</sub>** \* 1 .
  3. Press a memory button.
  4. Dial the external number.
  5. Press to store the number.
  6. Label your new button.
- 

#### Internal Autodial

1. If you are on a call or a line with dial tone, press or .
  2. Press **F<sub>x</sub>** \* 2 .
  3. Press a memory button.
  4. Dial the extension number.
  5. Label your new button.
- 

#### Features

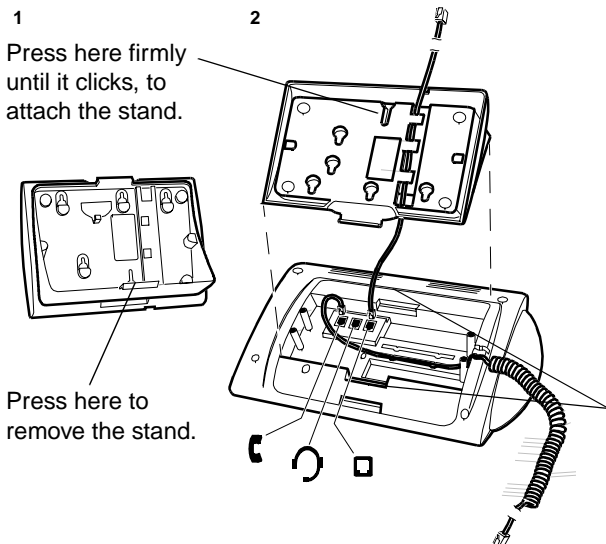
1. If you are on a call or a line with dial tone, press or .
  2. Press **F<sub>x</sub>** \* 3 .
  3. Press a memory button.
  4. Press **F<sub>x</sub>** and the feature code.
  5. Label your new button.
- 

#### Erasing memory buttons

1. If you are on a call or a line with dial tone, press or .
2. Press **F<sub>x</sub>** \* 1 .
3. Press the memory button you want to erase.
4. Press to erase the button.

# Setting up the telephone

## Connecting the cords



1  
Press here firmly until it clicks, to attach the stand.

Press here to remove the stand.

**ATTENTION** Before attempting to carry out **any** work on the telephone, ensure that the line cord is unplugged from the wall socket.

To remove any of the cords, squeeze the release latch on the plug and gently pull the plug from the socket.

Connect the handset cord to the jack labelled with the telephone icon and route the cord as shown.

If you are using a headset, route the cord along the channel in the base and connect the cord to the telephone jack that is marked with the headset icon.

Route the line cord through the stand and connect the cord to the telephone jack that is marked with the jack icon.

Attach the stand using either pair of slots; to raise the back of the telephone to its highest position, use these slots.

Once the above work is complete, plug the line cord back into its wall socket.

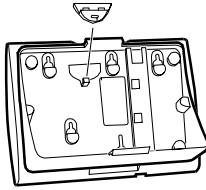
## Notice

These telephones now conform to the latest standards in relation to the positioning of Q and Z on the number buttons. The Q appears on button number 7 and the Z appears on button number 9.

# Setting up the telephone

Mounting the telephone on the wall

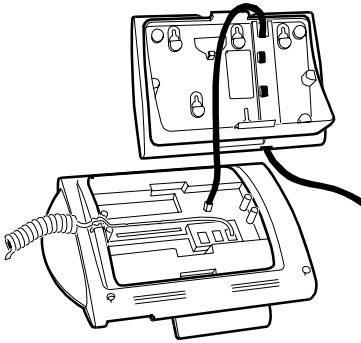
1



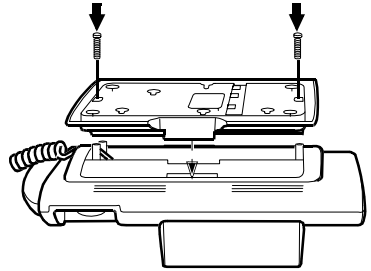
2



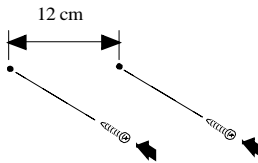
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4



5



6

